

MEMORANDUM FOR: Chief, Administrative Staff, O/DD/I

ATTENTION :

[REDACTED]

STATINTL

SUBJECT :

Proposed CIA [REDACTED] Procedure for
Administering the CIA Civilian Reserve

STATINTL

ORR believes this Handbook will be beneficial in formalizing procedures relating to the Civilian Reserve Program. However, this Office has the following comments regarding the subject handbook:

1. Paragraph 3a(1)

On several occasions the Office has reviewed that portion of the CIA Civilian Reserve containing the names of former ORR employees and has found a number of persons listed we would not endorse for the CIA Civilian Reserve. We believe that one of the principal advantages of the CIA Civilian Reserve Program is in its value as a potential source of manpower in the event of an emergency expansion of staff. In most instances, the most logical and useful assignment for a Civilian Reservist would be the component to which he was last assigned. Consequently, ORR feels that Operating Officials should be asked for recommendations regarding the retention of their former employees in the Civilian Reserve. Such recommendations should be specific in those instances where the Operating Official recommends that an individual not be included in the Civilian Reserve. Thus, former personnel with characteristics limiting their usefulness to the Agency will be identified.

2. Paragraph 3b(1)

Add the following to the end of the last sentence in Paragraph 3b(1) ", and concurrence has been obtained from the appropriate Operating Official or Head of Independent Office."

3. Sub-paragraph 4b(3)

Family responsibilities may very well limit the current use of a former Agency employee as a Civilian Reservist. However,

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it would appear that exclusion from the Civilian Reserve because of family responsibilities may, in the event of mobilization, deny us personnel assets who are both available and valuable.

4. Sub-paragraph 4b(5)

In general, for the reason given in paragraph 3 immediately above, it appears unwise to automatically preclude spouses of Agency employees from the Civilian Reserve.

5. If the CIA Civilian Reserve Program is to remain relatively current and useful the Office of Personnel should be required to initiate periodically (possibly at five-year intervals) a complete review of the CIA Civilian Reserve roster. Such review should include referral to each operating component of the names of those persons carried in the Civilian Reserve who were assigned to that component at the time of their separations.

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Chief, Administrative Staff, ORR

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